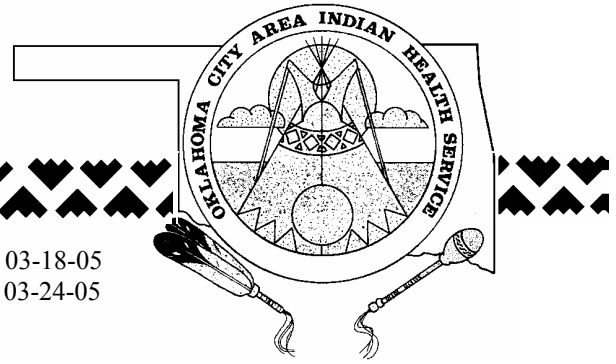


U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OKLAHOMA CITY AREA INDIAN HEALTH SERVICE  
DIVISION OF HUMAN RESOURCES



**VACANCY ANNOUNCEMENT #:** CM 05-09

**OPENING DATE:** 03-18-05

**POSITION:** Supply Technician (OA), GS-2005-6/7

**CLOSING DATE:** 03-24-05

**DUTY LOCATION:** PHS Indian Hospital, Claremore, Oklahoma

**STARTING SALARY:** May be adjusted on Present/Former Federal Employees  
GS-6: \$30,731 per annum and GS-7: \$34,149

**PROMOTION POTENTIAL:** None Beyond GS-7

**RELOCATION EXPENSES:** Not Authorized

**SUPERVISORY/MANAGERIAL:** No

**AREA OF CONSIDERATION:** Claremore Commuting Area

**DESCRIPTION OF ASSIGNMENT:** This position is located in the Support Services Section of the hospital and serves as the Property Custodial Officer. The incumbent is responsible for the overall property management of capitalized and non-capitalized equipment assets. Responsible for performing physical inventories, receipt actions, transfers, reconciliations, issuances, requisitioning, accounting, and determinations. Also accountable for all government property within his/her custodial location. Identifies excess property and prepares listing for circulation to other service units and Tribal operations and also responsible for completing the proper documentation for turn-in of excess, obsolete or damaged property. Responsible for the utilization care, and maintenance of property issued or consigned to the Claremore Service Unit. Investigates the loss, theft, or damage of Government property and promptly notifies the Director of Support Services and other applicable authorities. Maintains the Motor Pool inventory including minor repairs, preventative maintenance, cleaning and care to all assigned vehicles as directed by the Director of Support Services.

**INDIAN PREFERENCE:** In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

**EQUAL EMPLOYMENT:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

**REASONABLE ACCOMMODATIONS:** Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the Indian Health Service.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

**WHO MAY APPLY:**

**MERIT PROMOTION PLAN (MPP) CANDIDATES** - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP". Other than above, non-status eligibles are not included in the area of consideration.

**EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES** - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

**VETERANS PREFERENCE:** Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service may apply.

**INFORMATION ON CAREER TRANSITION ASSISTANCE PLANS:**

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER THE DHHS CAREER TRANSITION ASSISTANCE PLAN (CTAP).**

If you are currently a DHHS/IHS employee who has received a Reduction in Force (RIF) separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, you may be entitled to Special Selection Priority under CTAP. To receive this Special Selection Priority you must:

This Position is in a Smoke-Free Environment

**ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE VACANCY ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.**

1. Be a current DHHS/IHS career or career-conditional (tenure group I or II) employee in the competitive or excepted service who has received a RIF separation notice, a Certification of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and the date of the RIF separation or date of the separation for declining a directed reassignment or transfer of function has not passed, and you are still on the rolls of DHHS/IHS. **YOU MUST SUBMIT A COPY OF THE RIF SEPARATION NOTICE, CES, OR NOTICE OF PROPOSED SEPARATION FOR DECLINING A DIRECTED REASSIGNMENT OR TRANSFER OF FUNCTION OUTSIDE THE LOCAL COMMUTING AREA, ALONG WITH YOUR APPLICATION.**
2. Be applying for a DHHS/IHS position that is at or below the grade level of the position from which you are being separated. (Note: If applying for DHHS position outside IHS, employee may need competitive status) The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting Special Selection Priority. For IHS employees occupying positions at grade GS-9 and above (or wage grade equivalent), Special Selection Priority is extended nation-wide when applying for IHS positions at grade 9 and above.
5. File your application by the vacancy announcement closing date, or within seven workdays after receiving notification of vacancy whichever is longer, and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the qualifications for the position, any documented selective factor, physical requirements and be rated \*‘‘well-qualified.’’

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY UNDER OPM'S INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).** Displaced employee means a current or former career or career-conditional competitive service employee, in tenure group I or II, who has received a specific RIF separation notice or meets one of the following conditions cited under 1.A.

If you are a displaced Federal employee you may be entitled to receive Special Selection Priority under the ICTAP. Eligibility expires one year after separation. To receive this Special Selection Priority, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your Special Selection Priority status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
  6. Were separated, or to be separated, because they declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting Special Selection Priority.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated \*‘‘well-qualified’’ for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

\*Well-qualified employees are eligible employees who satisfy all education, experience, and knowledge, skills, and abilities (KSA) factor(s) for this vacant position. Well-qualified employees are those who meet the above average range of a four-level crediting plan for all KSA factor(s).

**CONDITIONS OF EMPLOYMENT:**

1. Full Time Permanent Position
2. **IMMUNIZATION REQUIREMENT-** In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.
4. This position requires lifting up to 50 lbs. Assistance is usually available for items over 50 lbs. and heavier.

### **APPLICATION PROCEDURES**

**SUBMIT APPLICATION TO THE FOLLOWING ADDRESS:** PHS Indian Hospital, Attn: Brenda Coachman, Division of Human Resources, 101 S. Moore, Claremore, Oklahoma 74017. **ALL APPLICATIONS AND FORMS MUST ACTUALLY BE RECEIVED IN HUMAN RESOURCES BY 4:30 P.M. ON THE CLOSING DATE. FAXED APPLICATIONS MUST BE RECEIVED BY 2:00 P.M.** All applications become property of the Human Resources Office and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **TELEFAXED APPLICATIONS WILL BE ACCEPTED ONLY UNTIL 2:00 P.M. ON THE CLOSING DATE.** We do not fax vacancy announcements. For further information or application forms contact the duty location Human Resources Office at 918/342-6425 or Area Division of Human Resources at 405-951-3718 or 405-951-3750. Forms may also be available at nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website – USAJOBS at <http://www.usajobs.opm.gov> or IHS Website at <http://www.ihs.gov>. The IHS Website has current vacancy locations listed.

**FAXED APPLICATIONS:** Fax applications should be sent to and will only be accepted at 918/342-6692. Applicants are responsible for ensuring that application materials transmit successfully. **Vacancy Announcement Number, applicant's name and page number must appear on each page.** **WARNING –** **Faxed applications are submitted at applicant's own risk. If documents are not legible, they may not be accepted and credit may not be given.**

### **APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT # CM 05-09**

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) SF-171 (Application for Federal Employment), (3) Resume, or (4) any other written application format. **For (3) and (4) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND ...." section below.** On the SF-171, items 37-47 should not be completed. Position Descriptions will not be accepted.
2. **Verification of Indian Preference:** Applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defined by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contracts to perform the certification functions on behalf of the BIA. Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of such proof with their applications. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted. **All applicants must submit documentation satisfying one of the above requirements by closing date of the announcement.**
3. **Copy of latest Personnel Action (SF-50),** if a current or former Federal Employee, **and** if requesting Reinstatement Eligibility, the **SF-50 proof of Career or Career-Conditional Status** must be submitted.
4. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10 point Veterans Preference, and SF-15 with all supporting documents.
5. **A copy of your most recent performance appraisal** (required for current Federal employees).
6. **Narrative Statement**, related to the Quality Ranking Knowledge's, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
7. **A copy of college transcript(s),** listing the college courses and credits earned, is required in order to receive appropriate credit for education. **When allowed by Qualification Standards, copies of training certificates (non-college)** must be submitted for appropriate credit.
9. **Proof of typing proficiency** is required as indicated under the "TYPING/OFFICE AUTOMATION (OA) REQUIREMENTS" in the QUALIFICATION REQUIREMENTS section. Self-Certification Statement (Attached).

### **ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:**

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE POSSIBLE CREDIT FOR THEIR INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet all requirements cited in the "Qualification Requirements" and "Time-In-Grade Requirement" sections within 30 days after the closing date of each listed vacancy announcement.

### **QUALIFICATION REQUIREMENTS**

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook, however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same, however, any Time-In-Grade requirements will not apply to ESEP applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

### **QUALIFICATIONS REQUIRED:**

- GS-6            1 years of specialized experience to at least the next lower grade level.
- GS-7            1 years of specialized experience to at least the next lower grade level

**Specialized Experience:** Experience which provided the applicant with the knowledge of standardized supply regulations, policies, procedures, or other specific functions; familiarity with one or more automated supply databases to enter data, correct data and/or recurring reports or other work that is in or related to the position.

### **TYPING/OFFICE AUTOMATION (OA) REQUIREMENTS:**

**FEDERAL EMPLOYEES (PERMANENT AND THOSE IN TEMPORARY APPOINTMENTS OVER 30 DAYS) - Presently in a position with the word "Typing", "Steno", or "OA".** Typing Performance Test results or self-certification will not be required, if a copy of the latest SF-50 is submitted indicating a current title of Typing, Steno or OA.

**ALL OTHER APPLICANTS** - One of the following must be submitted with your application indicating possession of the required minimum standard typing skill based on a five (5) minute test (40 words per minute with three (3) or fewer errors):

1. **Acceptable Typing Performance Test Results** not more than three years old and in the form of a copy of an Office of Personnel Management Notice of Rating of test certification from any State Employment Office, or Business Vocation School, American Indian Education Training, and Employment Center. Test results without date, signature of official administering test, typing speed, and number of errors cannot be considered, which will result in an ineligible rating.

**OR**

2. **Self-Prepared Certification Statement:** Applicants may self-certify their proficiency by submitting a self-certification statement with their application, which must include wpm, original signature and date.

**OR**

**Self-Certification Statement:** Applicants may also self-certify their proficiency by completing and submitting the attached SELF-CERTIFICATION STATEMENT, with their application.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** may be allowed in accordance with the Office of Personnel Management Qualifications Standards Handbook or IHS Excepted Service Qualification Standards, whichever is applicable.

**TIME-IN-GRADE REQUIREMENTS:** MPP candidates must have completed at least one (1) year of service at the GS-5 for the GS-6 and one (1) year of service at the GS-6 for the GS-7 grade level. Time-in-grade provisions do not apply under ESEP.

**EVALUATION METHODS:** When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the highly qualified applicants among the basically qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

Ranking KSA's:

1. Ability to interpret and apply Federal property laws, regulations, and policies related to the management of real property, personnel property, (including disposal), motor vehicles, heavy equipment, and nonexpendable property.
2. Skill in written communication exhibiting the ability to provide technical information and consensus information accurately.
3. Ability to use computers/software and property management software.

**SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE ONLY.**

RECRUITMENT CASE FILE CONTACT:

Brenda Coachman  
Human Resources Specialist  
(SF-52#'s CLA 05-88, Job Req. #021447)

B.Coachman/mb/03-15-05/2005-6/7/05-0095/CM 05-09

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
INDIAN HEALTH SERVICES  
OKLAHOMA CITY AREA OFFICE**

**SELF-CERTIFICATION STATEMENT**

In addition to meeting experience or education requirements, applicants must show possession of the following skill:

**40 WORDS PER MINUTE TYPING SPEED WITH THREE (3) OR FEWER ERRORS**

This position requires the services of a fully qualified typist. Applicants electing to self-certify their typing speed must include in the application, an appropriate self-certification statement, or they will be rated ineligible and receive no further consideration.

**EACH APPLICANT MUST COMPLETE SELF-CERTIFICATION OF QUALIFICATIONS.** Please submit a self-certification statement with your application. You may submit the following statement or a similar statement.

I certify that I can type 40 words per minute, with no more than three (3) errors.

Applicants

Signature: \_\_\_\_\_ Date: \_\_\_\_\_